

Annual Training

Parking lot Questions 2014 -2015

Enrollment and Income Applications

1. If the child is enrolled before October 1, but parents don't fill out the paperwork until after that date, can you count them for the meal services between October 1 and the date the paperwork is signed? **You may claim the meals for the child from the beginning of the month forward as long as you have the paperwork completed by the last day of the month.**
2. What if a child has no social security number? **All children born in the US should have a social security number. Children in the country via work visas are given an identification number. If particular instances arise, please call us for more direction.**
3. On the enrollment form can a space be made available to list if the parent is related to the provider? **We will look into this. Thanks!**
4. Foster families who also have their own children – how do we figure free, reduced and paid? **Foster kids would be designated free. The other children would be listed at the top of the form and family income on part 2 of the income form. Then you would classify it as you would any other family.**
5. What should we do if there is another child from the same family joining after the family completed the enrollment form? **They can be added onto the form. However the day should not be back dated from the time of sibling's enrollment. The parent could initial and put a new date if desired.**

Electronic Forms

1. On the menu in the electronic forms the font on Friday is not the same as Monday thru Thursday. Could you fix this or tell me how to fix it? It really bothers me. I'm OCD and I really need everything to match and look the same. **The electronic menus are**

not locked documents and can be manipulated to meet any editing difficulties you may encounter.

2. Please fix the electronic master roster. Page 10 formula is not adding right. **This problem has been addressed and corrected in future forms.**
3. What do we do if a program will not upload and there is a deadline? **The electronic forms are only used at the institution and not uploaded into a CACFP database. The forms should be printed out and kept in the appropriate monthly folder.**
4. Can we use the Electronic Forms Navigation System (EFNS) now as a sort of trial? **We will be testing the system and using selected institutions as beta users.**
5. We have our annual re-enrollment and open house the first week of August each year. Is there any way to get forms (I/A) open by August? **Depending on the program that your institution participates in, some forms are available prior to the start of the fiscal year.**
6. If our cooks have computers can they fill out their time sheet digitally then print and sign? **At this time, the State Agency template for the Personnel Activity Reports is not available electronically.**
7. Are we removing children that withdraw from the Master Roster and attendance forms? **No, these children will be moved to the bottom of the daily attendance sheets if using the Electronic Forms Navigation System.**
8. From a domestic violence shelter – Our clients change from day to day will we be able to use the new forms? **The electronic forms are available independently; allowing users to determine what forms would best suit their needs.**
9. How will the forms work with our homeless/abuse shelters? Enrollment forms are not required. **The electronic forms are available independently; allowing users to determine what forms would best suit their needs.**
10. We have a large daycare – the children get moved from class to new class. How will this work for the Daily Attendance forms? **The Daily Attendance form will simply show what day you moved the participant from one class to another.**

11. Daily Attendance – Once children are withdrawn do they get removed from daily attendance? **If using the Electronic Forms Navigation System, these children will be placed at the bottom of the Daily Attendance form.**
12. Can the electronic workbook be shared on Google Docs? **Yes, you should be able to upload the documents for use.**
13. On the electronic forms explain how to enter days where no milk is served during snack. **The record of meals served treats all supplements as if no milk is being served. If milk is served, you will need to place the total number of participants served next to the adjusted supplement totals for each age group at the bottom of the form.**
14. When you enroll a new child, will it be added alphabetically or will it go to the bottom of the Daily Attendance record? **The child will be added wherever you type the participant's name.**

Forms

1. Are you required to do a personnel activity report? **No, only if program labor is being shown to justify the reimbursement. PAR's are used when an employee has CACFP program duties along with daycare duties.**
2. When milk supplement is purchased I.E. – Lactose Free, soy etc. Where is that purchase documented for milk reconciliation? **The milk will be on the grocery receipt and recorded as milk purchased on the milk reconciliation. Record the same way you record your regular milk purchased.**
3. Do we move all past Permanent Agreements to the current folder system? **You should only have one permanent agreement with the state agency. That agreement would be moved or copied to the new fiscal year.**
4. Is there a way for you guys to alter the Record of Meals Served by putting the 1-year olds in their own column and the 2 year olds in their own column because the state has us keep them separate and we have to put them back together with your forms? **The one's and two's are a USDA category with specific menu portion requirements. They need to be kept together especially to calculate the milk reconciliation.**

5. If we are a full CEP for the district, can we use the DC and HIF forms to qualify children? **At this time we do not qualify children using these forms.**
6. If I have a parent that brings soy milk for their child, can I count this on my 17-8 and milk reconciliation as donated? **First, the soy milk that is being used has to be nutritionally equivalent to cow's milk. Second, the parents need to be signing and dating a form showing that they have donated milk. With that documentation you can record that information on your milk reconciliation form.**
7. If you have a form for national school lunch do you have to also get one for child care? **Yes, these forms are not equivalent. CACFP enrollment forms and income applications need to be used.**

Catering

1. Is catering different than a restaurant that delivers? **Caterers who prepare meals and deliver out of restaurants should register with the CACFP yearly. All meals are expected to meet meal pattern and must be prepared and delivered following proper safety and sanitation procedures.**
2. Centers that use caterers – will they be required to use the new electronic forms? **Use of the electronic forms is optional.**
3. Are you allowed to cook meals outside the center and deliver to center? **No, this is not an acceptable practice.**
4. If you are a school sending a preschool snack down to a classroom, do you need a school agreement? Since I administer both the snack program and the food service program. **If this preschool is funded by and pays for their meals through another organization, then the school agreement would be necessary.**

Special Dietary Issues

1. Do medical statements need to be updated annually? **No. Only in circumstances where the dietary issue was temporary and occurred again.**

2. At one time we had 5 kids who needed a milk alternative. There were 4 different kinds of milk we needed. Do we have to supply all of these? **If there is a medical statement from a licensed physician or medical authority concerning the milk to omit and what food(s) should be substituted, the sponsor must honor this and provide the substitute.**
3. How do you substitute for children with religious restrictions, parent preference (I.E. – vegetarian preference) or ethnic reasons? How do you document this? These should be documented with a parent statement that explains the reason. **No medical statement is needed; a note from the parent/guardian should be on file. Meals with substitutions that meet all food component requirements of the meal pattern are reimbursable. For example, the child care provider can substitute meat alternates for a child who does not eat meat. Contact the state office for assistance if an entire food component is eliminated from a meal, such as an instance where milk cannot be served with a meal containing meat.**
4. What if a parent doesn't want their children eating dairy because of religious reasons? **A letter from the parent/guardian requesting a nutritionally equivalent milk substitute (e.g. soy milk) is required if no medical statement is on file.**
5. Does a medical statement have to be completed by a doctor for a short term milk substitution such as while the child is on antibiotics or is a doctor's prescription good enough? **A medical statement would need to be completed and signed by either a medical authority or licensed physician.**
6. We have several families that don't eat meat for religious reasons. Please give some substitutions that would be helpful. **There are several soy based products on the market that can be substituted. Most of these are in the freezer section, but they can also be found in the produce section. Some examples are: soy crumbles, chick n cutlets and tenders, soy burgers.**
7. If they use can veggies will it be creditable for a meal? **Canned vegetables from a vendor or grocer are creditable. Canned items that are home processed should not be used.**
8. Do they have to have a new medical form filled out every year? **No. Only in circumstances where the dietary issue was temporary and occurs again.**

9. Can milk substitutions such as soy or almond milk be included in the milk reconciliation? **Only creditable milk substitutes that are nutritionally equivalent to cow's milk should be served and included in the milk reconciliation. So, yes, this should be included.**
10. I have a staff person who has medical conditions that severely limit the kinds of foods she can have. We have doctor's notes on file, but does she have to take a plate when sitting with the children during meals? We feel like it sets a bad example to not have a plate but even worse to have a plate and not eat it. But, throwing away a full plate several times a week is wasteful. **This staff member does not have to be served.**
11. If you have a medical form for national school lunch do you have to also get one for child care? **As long as there is a current medical statement on file that explains the disability, allergy or special dietary need, foods to omit, proper substitutes and is signed by a medical authority, in cases of special dietary need or a licensed physician, in cases of a disability or severe allergy, that will be sufficient.**

Menus and Menu Items

1. Peanut butter – 1 year olds or 2 year olds when can they have it? **Young children can be at risk for choking on food. Although children can choke on any food, slippery, or sticky foods present an increased risk. Foods which are firm, smooth, or slick may slide down the throat into the airway. Always supervise children when they are eating. Two tablespoons of peanut butter equals 1 ounce of a meat alternate. This may be too much food for young children to eat.**
2. Confusion! Your program keeps promoting fresh vegetable yet every source I refer to states that frozen vegetables contain more nutrients as they are out and frozen immediately as opposed to “fresh” vegetables that are transported on trucks and sit on shelves for days losing valuable nutrients. **CACFP promotes fresh first, frozen as your second choice and last resort canned. Look to local farmer's markets for really fresh items from your neighborhood. Kentucky Proud!**
3. Is it a requirement to serve one fresh or frozen fruit a week for snack? **This is not a requirement. We like variety in snacks. Fresh and frozen fruits are great choices.**

4. What are the requirements for making and giving children smoothies for a snack?
Smoothies are a great idea for snack. Almost any combination of fruits, yogurt, milk, juice will make a wonderful smoothie. Please serve one other item with the smoothie, 2 components always are needed for snack.
5. Can we use homemade breads or homemade type bought in a store such as banana, cinnamon etc.? Yes, homemade breads and homemade type breads are creditable. This would fall under the grain component.
6. Is whole grain rice Chex a creditable component? Yes, whole grain rice Chex is a creditable component.
7. Is Quinoa counted as a whole grain? Yes, quinoa is a whole grain.
8. Can you use your garden foods for meal service? How do you document it? This is a great idea. If you used tomatoes from your garden, just write beside it "from our garden". This way if we are looking for a receipt for fresh tomatoes, we would look on the menus first and see that they were from your garden. This is also true if you get donated tomatoes, etc. from a parent. You can put a note in your monthly file: Parent Jane Doe donated 5 pounds of fresh tomatoes, served on September 10, lunch. Put Jane Doe's phone number on the note also, in case we come to visit, so we can verify.
9. When can we get new Buyer's Guides? This is online. Use the following link to access it. <http://www.fns.usda.gov/tn/foodbuying-guide-child-nutrition-programs>.
10. Milk Substitutions: Fluid milk, does it have to be a fluid equivalent at breakfast and lunch or can it be a dairy food (yogurt) equal? It must be a fluid equivalent at breakfast and lunch.
11. Do condiments, side dips etc. (sour cream for tacos, dressing for salads, etc.) have to be listed on the menu? This is not required, but it looks more complete if you list tossed salad w/dressing, carrot sticks w/ranch dip. We would like to see menus that read what is actually served.
12. What about left over milk that you offer school age children? We give it to them and they don't even open it. We use ½ pints carton to insure we don't short milk count without having to pour it out. Served milk cannot be re-served. School age children

should be encouraged to drink their milk. Do you ever use flavored milk to get them to drink it? We do not want to see milk wasted, but you cannot reuse the unopened milk. This milk has set out and the temperature will have gotten out of range. If this is a problem at snack, look at serving two other components, and not serving milk for snack.

13. Is Doritos or Sun Chips a creditable snack option under grains? **Yes, these are creditable snack options under grains.**

Infants

1. How do you transition an 11 month 29 day infant being fed an 8 oz. bottle and infant cereal to the next day getting a 4 oz. sippy cup and ½ a piece of whole wheat toast? **Transitions should be done over a period of time. Keep in mind it is the parent's decision to make in conjunction with their Pediatrician's advice.**
2. Infants whose parents bring formula, baby food and make their own food etc., do we still get credit for those meals since we didn't actually provide anything? **As long as the infant addendum states the parent will bring in all formula, baby food and cereal yes you can still count them. The center is providing the program labor in order to feed those infants. That would need to be documented appropriately.**
3. If a child is over one year old but is still receiving breast milk at the center, do they have to be recorded on the infant daily menu record even if they eat our prepared meals too? **No, they do not have to be recorded on the infant menu. As best practice, I would document that information so a reviewer will be aware.**
4. If the state is requiring the parents to premeasure formula and water for their child's bottles, how do we handle this if the parent wants us to provide the formula? **Licensing will allow the center to mix the formula if and only if the center is providing the formula per the infant addendum.**
5. On the infant food form add dinner and late night snack to the form. **The infant menu has been modified to have other meals and has been added to the website.**
6. At what age do you stop giving a bottle? **That is a question that is suited for parental discussion.**

7. We don't have any infants right now. Do we still have to have formula and baby food in our center? **No you don't have to keep any on hand until you get infants but it will need to be on hand the first day they enroll.**
8. Can you feed several infants from one baby food can? **Contact the KY licensing agency.**
9. Can all formula and iron fortified cereal be provided by the parents? **Parents have the option to choose per the infant addendum.**
10. Can babies be fed table food on the menu? **Infants can be fed table food on the menu but it needs to be denoted on the infant menu and be age appropriate. The infant needs to be developmentally ready for the food and it cannot be a choking hazard.**
11. AAP and WIC do not recommend food until 6 months or older. Why is CACFP requiring cereal, fruit and vegetables at 4 months? **It is not a requirement at 4 months, but optional. The USDA federal regulations state that 4-7 months infants must be 0-3 tablespoons of cereal and 0-3 tablespoons of fruit/vegetable. That particular 4 month old may fall into the zero (0) tablespoon category.**
12. Is there still an infant enrollment form? **Enrollment forms are the same for all participants including infants. Additionally, infants need the infant addendum.**
13. Infant Program: So you must provide one food component at least to every child in the 8-11 month category? **A policy memo from CACFP was issued December 2012 that states 8-11 month olds must be provided one component from the center in order to be claimed.**
14. Can we serve baby yogurt and does it count? **No baby yogurt is not creditable.**
15. Infants – Do you have to serve bread or crackers every day or anything in the grain component? **For snack, regulations states break or crackers. You can serve "in addition to" any component of the meal pattern.**
16. Our infants up to 1 year are provided food only by parents. Do we still have to do infant menus? If so, how since we don't actually feed them our food? **Yes you have to do menus for all infants to ensure that you are meeting meal pattern.**

Procurement

1. Is a vendor procurement required if using market place stores such as Gordon Foods or Sam's? (Not a truck delivery we pick up.) **No, the food supply vendor procurement would not be used. The small purchase procurement would be completed.**
2. What do you do if no one returns the procurement? **In order to stay in compliance you would need to make contact with the food supply vendor and keep email, phone or letter documentation in the fiscal year folder.**

Civil Rights

1. Where can I get a new "And Justice for All" poster? **The USDA is in the process of creating a new version of the poster. Until then use the following link to print one out.**
<http://www.fns.usda.gov/cr/and-justice-all-posters>.
2. What topics are required to be covered with staff for the in-service training? **Civil Rights and CACFP program updates and information.**
3. On the news release, do we cut off the bottom showing where we sent the news release or leave it alone? **Leave it intact and put the form in the appropriate folder for safe keeping.**
4. Where can we get appropriate language forms and civil rights posters? **You can go to the USDA FNS website to find some the posters in other languages. The State Agency has a few forms that have been translated as well.**

Annual Training Mechanics

1. Can we bring a sack lunch or snack for next year and work through? **We can consider this. However, the time required for annual training varies widely from year to year depending on the number of changes and new material we need to present.**

2. Do I have to attend food program training if I am the owner of a center and complete all food program paperwork or can I send my husband to attend training in my place? **Annual training must be attended by key staff and the owner is considered in this category.**
3. Can we move this meeting to a Saturday like in Tennessee? **In our experience, many more people have conflicts on Saturday rather than during the work week.**
4. Because we are learning some wonderful info about nutrition and healthy habits, would there be a way to receive training hours? **We are looking into this as a possibility.**
5. Could you make this an online training session? **This is something that may be a possibility in the future and we will look into it.**
6. If you take a question please repeat it into the microphone so the rest of us can hear. **Thank you for the excellent suggestion.**
7. Could you please share the Powerpoint presentations? **These are posted on the CACFP website.**

Monitoring

1. Do monitor reviews have to be completed by everyone or just sponsor with more than one center? **Monitor reviews are to be completed by Sponsoring Organizations. Sponsoring Organizations have more than one site or center that is all under the same CNIPS number.**

Meal Service

1. May parents sit with children if they are waiting on their child to finish eating? **Parents can sit with their child while the children finish up their meal. If special meals are prepared (an example would be a special Thanksgiving meal) the center could invite parents, etc. The center would have to show that the monies for this meal did not come out of the Food Program reimbursement.**
2. Is serving family style still ok? **Yes, family style dining is okay with the Food Program.**

3. Can staff eat leftover food? **We would encourage the staff to eat with the children. This would be a great time to talk about foods, manners, etc. If there is leftover food, offer seconds to all eating. Leftovers can also be worked into another meal. After that, leftovers can be donated to a non-profit feeding program. Be good steward of the CACFP monies.**
4. If a child arrives at the daycare at 8:30 AM and they're already had breakfast do you have to serve them? **No, you could ask if they were hungry and wanted to eat. If they had already eaten, you would not serve them, and you would not count them in the meal count for breakfast.**

Miscellaneous

1. If we have small Dixie cups are the children allowed to get a drink using the bathroom sink? **Yes, that is sufficient.**
2. When starting over at a center that hasn't kept up with the information how do we go about catching it up? **The best way to get caught-up is to sign-up for CACFP training that we offer every month in Frankfort. To sign-up phone Kelia at 502-564-5625 ext. 4906.**
3. We are looking for a new location but this location does not have a kitchen. What options do I have for this? **You can look into having your meals catered. Check our website for more information on catering.**